



# Guide to self managing your NDIS funding

## Part 1



**Easy Read**



# About this guide



**NDIS funding** is the money you get from the NDIS for your services and supports.

A screenshot of a mobile app titled 'Alex's budget'. It shows a summary of funds with two expandable sections: 'Core' and 'Transport (core)'.

Alex's budget	
All funds ▾	
120 days remaining on plan	
<b>Core ▸</b>	
Approved	\$30,000.00
Spent	\$3,496.00
Allocated	\$1,1496.00
<b>Available</b>	<b>\$26,544.00</b>
<b>Transport (core) ▸</b>	
Approved	\$5,000.00
Spent	\$677.30
<b>Available</b>	<b>\$4,822.70</b>

There are different ways to look after your NDIS funding.



You can **self manage**.

This means you look after your NDIS funding yourself.



You can pay a **plan manager** to look after your NDIS funding for you.



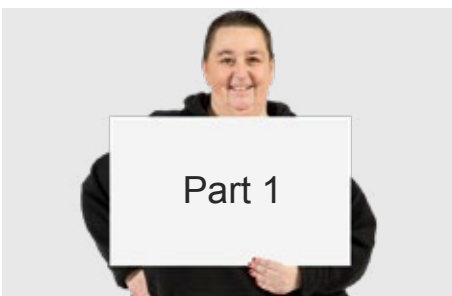
You can get the **NDIA** to look after your NDIS funding.



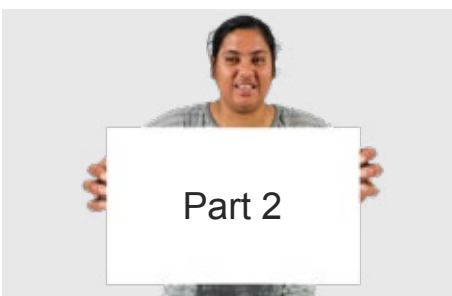
This guide tells you all about how to self manage your NDIS funding.



This guide has 2 parts.



Part 1 helps you choose if self managing is the right thing for you.

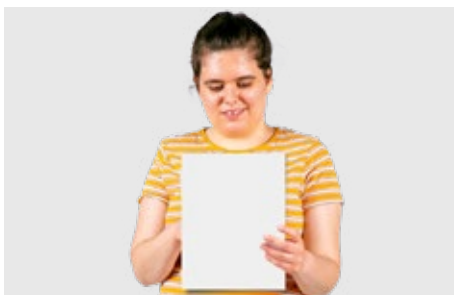


Part 2 has information about the supports you can get and how to do that.

## Part 1



This part will help you understand if self managing your NDIS funding is right for you.



It talks about things like

- What self managing means
- What skills you need to self manage
- Help you can get to self manage.

## What is self managing



Self managing means you look after your NDIS funding yourself.



When you self manage you can look after

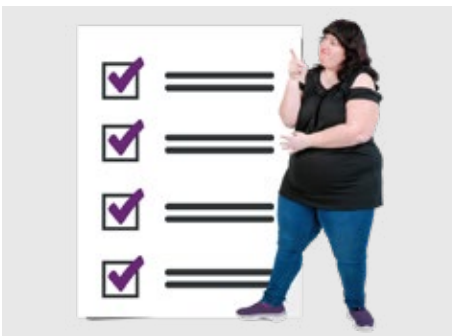
- All of your NDIS funding
- Some of your NDIS funding.



You might look after your NDIS funding yourself to do the things in your plan.



Someone you trust can also self manage your NDIS funding for you like your family.



When you self manage you can choose the supports you want to do the things in your plan.



You can also choose the services you get the support from.



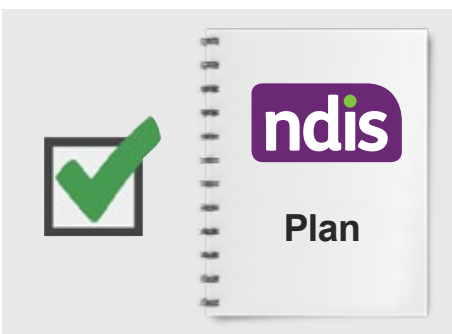
You do not have to use services that work with the NDIS.



You can hire your own staff to support you.



You can pick the services and supports that are best for what you need.



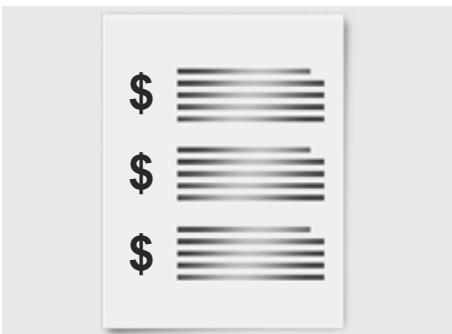
The supports and services must help with the things in your NDIS plan.



You can also work out with the services how much you need to pay for the support.

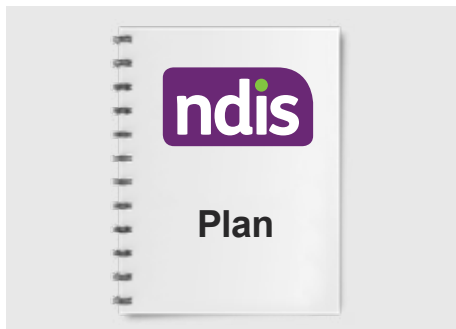


That can be more or less than what the **NDIS Pricing Arrangements and Price Limits** says.

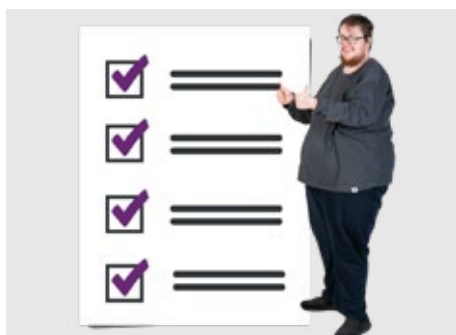


The **NDIS Pricing Arrangements and Price Limits** is a guide that says how much supports can cost.

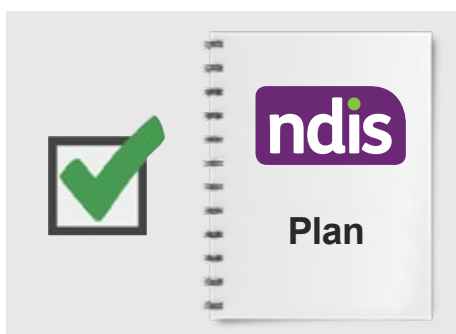
# What you need to do when you self manage



If you want to self manage you need to understand your NDIS plan very well.



There are things you need to do yourself when you self manage.



You can only get supports that help you do the things in your NDIS plan.

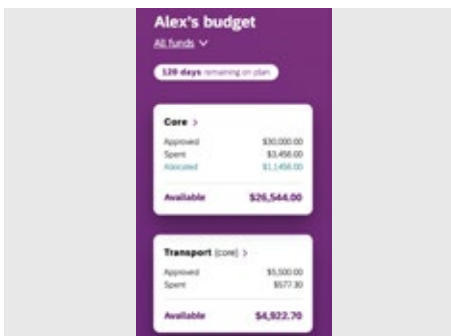


You need to make sure the supports are safe and help with your disability.

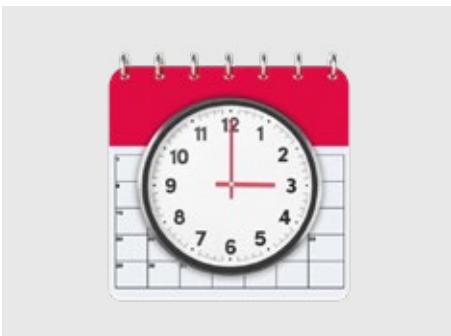




You need to plan your supports with the services you get them from.



You need to look after how you use your NDIS funding.



You need to pay on time for your

- Services
- Supports
- Support workers.



You need to keep proof of everything you pay for 5 years.



You need to be a good boss if you hire your own support staff.



You need to work with the NDIA if they have questions about how you use your NDIS funding.



Sometimes things might happen in your life that make it hard for you to self manage.

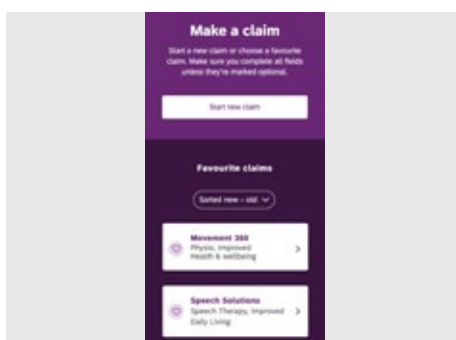
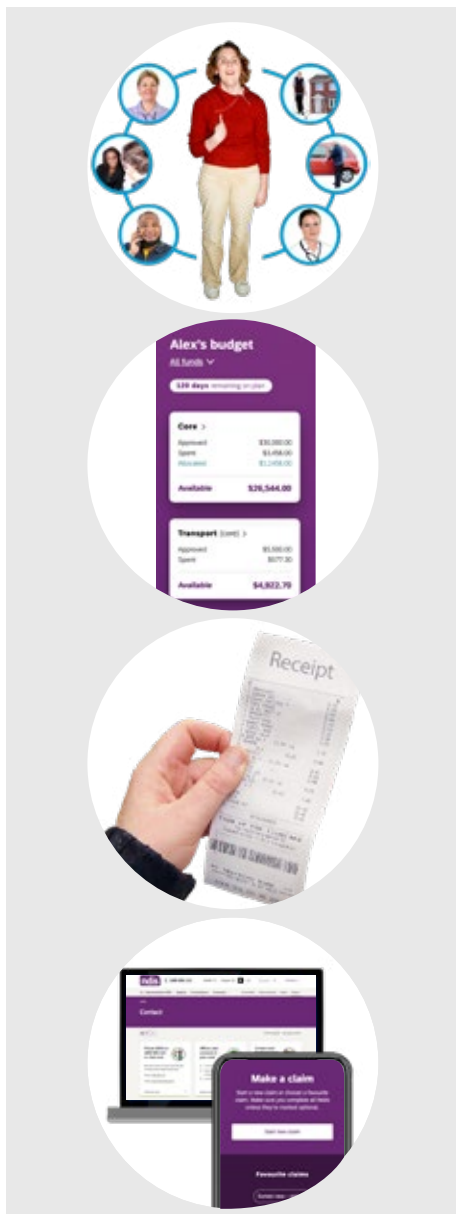


If that happens you need to tell us.

# Is self managing right for you

Self managing your NDIS funding can be right for you if you can

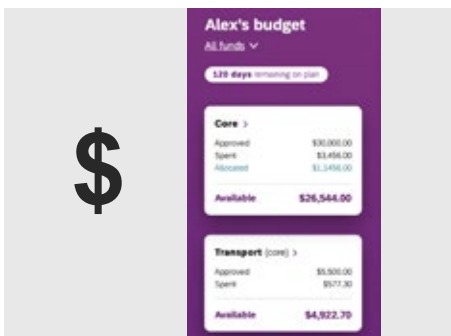
- Find your own supports and services
- Look after your money and funding
- Keep proof of what you pay
- Use the **NDIS portal or app** on your computer or phone.



The **NDIS portal and app** is where you ask the NDIS to pay for your supports.



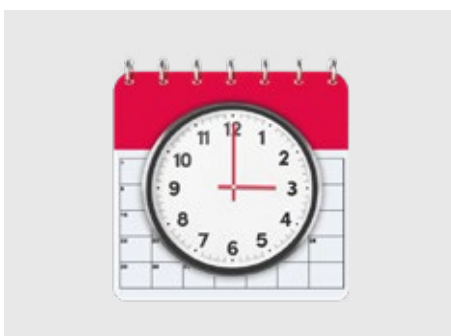
To be able to self manage you must understand your NDIS plan really well.



You can try to self manage some of your NDIS funding to start with.

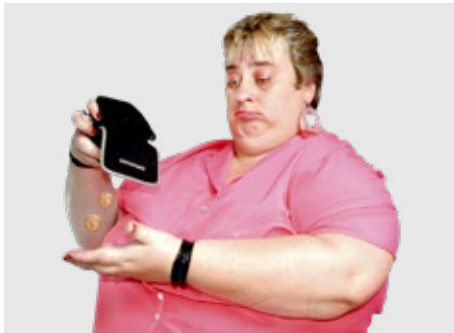


If that goes well you can self manage more or all of your NDIS funding.



You can change how you manage your NDIS funding at any time.

# When you can not self manage



You can not self manage if you are **bankrupt or insolvent**.



**Bankrupt or insolvent** means a court says that you have no more money to pay your bills.



You can also not self manage if it might lead to you getting hurt.



You can not self manage if there is a chance other people might use you.



You can not self manage if

- You need support to look after your money
- Someone else looks after your money like a Guardian or Trustee.



If you have self managed before we might look at how it went.



If there were problems we might think about other ways to look after the funding in your plan.



If you still want to self manage we can talk to you to maybe find a way to make it work.

# Support to self manage



You can also

- Get help to self manage
- Learn how to self manage.



You can join a peer group to talk to others about self managing and support each other.



You can use some of your NDIS funding to learn new skills that will help you self manage.



You can talk to your NDIS contact person about this when you have a meeting.

## More information



You can contact us if you need more information or have questions.



You can

- Call us on **1800 800 110**
- Send an email to **[enquiries@ndis.gov.au](mailto:enquiries@ndis.gov.au)**
- Go to our website **[www.ndis.gov.au](http://www.ndis.gov.au)**
- Use webchat to talk to us online  
**[www.ndis.gov.au/contact](http://www.ndis.gov.au/contact)**





You can call the **Translating and Interpreting Service** for information in your language.

The number is **131 450**.

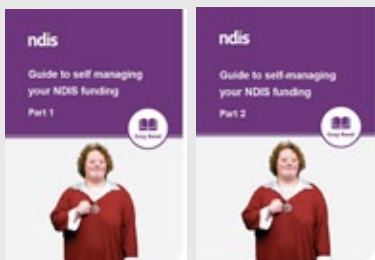


You can call the **National Relay Service** on **1800 555 677** if you

- Are deaf



- Have trouble hearing.



To order copies of part 1 and 2 of the self management guide tell us the code DA0712.

# Notes



You can use this page to write things down.

# Notes



You can use this page to write things down.

Council for Intellectual Disability made this document Easy Read. **CID** for short.  
You need to ask CID if you want to use any pictures in this document.  
You can contact CID at **[business@cid.org.au](mailto:business@cid.org.au)**.

DA0710 Your Guide to Self management Easy Read July 2023